

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: August 9, 2012
No.: M16-12

CLASSIFICATION TITLE
FISCAL OFFICER
(CANTON CITY HEALTH DEPARTMENT)

SALARY RANGE
\$49,696 – \$69,574

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of their valid State of Ohio Driver’s License, a current, detailed resume and college transcripts (unofficial will be accepted) must be on file no later than **Monday, September 10, 2012**.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15 – 20 minutes in length. The interview will measure communication skills, experience base and knowledge of accounting/financial management and other related areas.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant shall have no felony convictions.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Applicants must have a Bachelor’s Degree with a major in accounting, fiscal management, or related field from a four (4) year accredited institution, must have a minimum of three (3) years experience in accounting, fiscal management, or similar experience, must possess a valid Ohio drivers license, must be able to pass a criminal background investigation, and be able to secure a performance bond.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Must possess required knowledge, skills, abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Must be skilled in the development and use of electronic spreadsheets, word processing software, presentation software, and other electronic tools to accurately record and display information. Must be skilled in the use of online data resources, manipulate online systems for reporting financial data, and use various computer databases and reporting tools. Must be proficient in PC operation, the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web-based collaboration tools. Must be self motivated and disciplined. Must have the ability to interpret and apply Federal & State regulations, procedures, and policies into all aspects of the work; to analyze complex information and develop strategies, plans and procedures to address financial operations of the department. Applicant must have the ability to communicate clearly and concisely, both orally and in writing. Have the ability to record, organize, analyze and present data with accuracy, thoroughness with attention to detail. The ability to accurately perform arithmetic and algebraic calculations, use desk calculator, tables, charts, and other aids for data manipulation and display. Must have the ability to deal effectively with other staff and the public.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site upon presentation of a valid State of Ohio Driver’s License or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

Direct the fiscal activities such as planning, procurement, budget preparation and monitoring, billing and collections, and human resource management for the Canton City Health Department. An individual in this position is responsible for the accurate reporting of expense reports for federal, state, and local grants and projects. Must be able to provide reports, projections, and other data as required to accurately represent the fiscal position of the department to staff, management, and the Board of Health. This position reports to the Health Commissioner. Examples of work include: Prepare or direct preparation of financial statement, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies ; Supervise employees performing financial reporting, accounting, billing, collections, payroll, vital records, and budgeting duties; Manage the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments; Receive, record, and authorize requests for disbursements in accordance with company policies and procedures; Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting; Maintain accurate human resource records including time and accounting records, sick leave, vacation leave, FMLA leave and others in compliance with accepted good practices and in compliance with local, state, and federal regulations; Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met; Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards; Coordinate and direct the financial planning, budgeting, procurement, and investment activities department including working with program staff to develop and monitor grant budgets and make required expenditure reports; Advise management and Board of Health on short-term and long-term financial objectives, policies and actions; Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources; Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations; Lead staff training and development in budgeting and financial management areas; Receive cash and checks and make deposits; performs other duties as necessary.